

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

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| CLASS TITLE: DIVISION DIRECTOR - ALTERNATIVE ASSETS | |
| DATE CLASS ESTABLISHED: 07/01/2006 | DATE OF LAST REVISION: 11/13/2008 |
| SELECTION METHOD: 100% QUAL | SALARY: (MIN-MID) \$6,368 - \$7,959 GRADE: V |

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Must be a graduate of a college or university with a bachelor's degree in accounting, business administration, economics or a related field. Master Degree desired.

EXPERIENCE: Must have four years of professional investment experience with a large-scale investment program, trust department, brokerage firm or related field. Requires knowledge of limited partnership agreements and portfolio company valuation processes.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: A master's degree in accounting, business administration, statistics, economics or a related field will substitute for one year of the required experience. A professional certification such as CFA, CPA, CIMA, CFP, JD will substitute for required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
[CFA Designation Preferred.](#)

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under direction, has responsibility for managing equity, fixed income or alternative investment related securities in the investment portfolio; assists in the development of policies and procedures; performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Using PC and various other pieces of office equipment executes purchases and sales of securities. Verifies market pricing of identified securities held in the portfolio. Monitors and evaluates pricing of alternative investments. Monitors transactions, receipts and reconciliations, and verifies that they have been properly posted in the accounting system. Monitors, analyzes and reports performance of these securities versus the applicable benchmark. Assists in the development of policies and procedures to safeguard the systems' assets. Structures investment portfolios to meet specific cash flow streams. Performs due diligence on alternative investments and partnerships. Serves on LP Advisory Boards and represents KRS at LP functions. Performs other duties as assigned.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting. Travel is required. Short deadlines and unusual time constraints may result in stressful working conditions.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.